

**BATTALION CHIEF
FIRE & RESCUE DEPARTMENT**

NON-EXEMPT
SALARY LEVEL: Grade 23

JOB CODE: 168
DATE: 7/1/12

SUMMARY: Performs difficult protective service work in fire suppression, emergency medical services and hazardous materials; does related work as required. Work often is performed under emergency conditions and frequently involves considerable personal hazards. Work is performed under general supervision. Limited supervision is exercised over a medium group of firefighters and Lieutenants on an assigned shift and station; and a large group of emergency response personnel during emergency incidents.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and maintain a satisfactory attendance. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Other duties may also be assigned.

- Responds to emergency incidents and directs the work of emergency response personnel pending arrival of superior officer.
- Supervises and assists in the work of extinguishing fires, emergency medical services and hazardous materials mitigation.
- Performs related life and property protection activities.
- Supervises and participates in the upkeep of apparatus and equipment.
- Supervises and performs the maintenance of the station and grounds.
- Instructs training programs and drills and evaluates the work of subordinates.
- Functions as department Battalion Officer.
- Conducts special tasks as necessary.
- Drives and operates emergency response apparatus.
- Serves as a station supervisor and conducts evaluations on assigned subordinates.
- Coordinates with volunteer station chief to accomplish various tasks.
- Investigates accidents, complaints and injuries and submits appropriate documentation.
- Communicates and coordinates with volunteer members and volunteer officers.

QUALIFICATION REQUIREMENTS:

Education and/or Experience: Any combination of education and experience equivalent to an Associate's Degree is required. A Bachelor's Degree in related field is preferred. Must have a minimum of two (2) years experience as a Lieutenant within the City of Winchester Fire and Rescue Department. EXCELL Academy as offered by the City of Winchester.

Certificates, Licenses, Registrations: Possession of a valid and appropriate driver's license. Possess valid and appropriate certificates in addition to the previous level of the career development program: Fire Officer Level II, and NFA Leadership II and III. Certificates must be available and recognized by the Commonwealth of Virginia. Requirements specified in the NIMS compliance manual. Participate in and maintain good physical condition as prescribed in the Department's Physical Conditioning and Wellness Program.

Note Personnel certified at the EMT-I or EMT-P level are eligible for ALS incentive pay if all requirements listed in the Professional Development Program are met.

Language Skills: Ability to read and comprehend laws and policies. Ability to write documents of all types using proper grammar, punctuation, and spelling. Ability to speak and communicate effectively using correct English.

Other Knowledge, Skills and Abilities: Thorough knowledge of the principles and practices of emergency medical services, rescue, fire prevention, suppression and hazardous materials mitigation. Thorough knowledge of departmental rules and regulations. Thorough knowledge of local geography, safety hazard, fire fighting and rescue resources. Thorough knowledge of use and maintenance of fire fighting and emergency medical service equipment and apparatus. General knowledge of supervisory principles and practices through the City Management Program. Ability to effectively supervise others during emergencies and non-emergency situations.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employee is to be a non- tobacco user.

Required Physical Activities: Requires considerable physical effort working continuously with average and frequently heavy weight or frequent requirements for long periods of, but not limited to climbing, balancing, flexing, stooping, kneeling, crouching, walking, running, jumping, crawling, lifting, pushing, and hoisting.

Vision Requirements: Minimum standards as required by the Department of Motor Vehicles and corrected to 20/20.

Environmental Conditions: Work is performed inside and outside, in all weather conditions. Additionally, work is performed during emergency conditions and in environments with immediate danger to life and health; requiring the utilization of various personal protective devices.

EQUIPMENT ESSENTIAL TO DO THE JOB: Fire, Rescue and Hazardous Materials Apparatus (Pumpers, Aerial Devices, Specialized Apparatus, and EMS Transport Units) Ladders, Fire Hoses, Nozzles, Defibrillators, SCBA, PPE, Compressors, Power Equipment, Data Processing and other various office equipment.

NOTE: This classification specification is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned and required by management. The City of Winchester reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. This classification specification does not constitute a written contract of employment.

I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.

Employee Signature

Date

Print Name

Approved:

A handwritten signature in black ink, appearing to read 'Dale Iman', is written over a horizontal line.

Dale Iman, City Manager

July 1, 2012